

MAINTENANCE WORKER I
MAINTENANCE WORKER II

DEFINITION

To perform a variety of routine manual work in the maintenance, repair, and construction of streets, signs, sewers, storm drains, and related structures; to operate and maintain related tools and equipment; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I - This is the entry-level class in the Maintenance series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Maintenance Worker I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbent works under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Maintenance Worker II - This is the full journey level class in the maintenance series and it is distinguished from the Maintenance Worker I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Maintenance Worker I

Receives immediate supervision from assigned supervisor.

Maintenance Worker II

Receives general supervision from assigned supervisor. May exercise technical guidance over less experienced staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Perform a variety of routine manual work in the maintenance, repair, and construction of streets, signs, pavement markings, graffiti eradication, sewers, storm drains, and related structures.

Operate and maintain a variety of construction and maintenance equipment, light and heavy trucks, and power tools, such as jackhammers, concrete saws, tampers, rollers, compressors, generators, skip loaders, spreader boxes, berm machines, backhoes, rodding machines, sewer flushers, bobcats, gas and leak detectors; airless spray equipment, heat bonding machines, and stripers.

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Perform preventive maintenance on tools and equipment; fuel and lubricate vehicles and related equipment.

Operate City trucks, trailers and tractors with attachments skillfully and safely.

Wash and clean assigned vehicles; use appropriate safety equipment; inspect vehicles and perform minor maintenance; and report the need for major repairs and service.

Paint traffic control markings and stencils on pavements and curbs using airless spray equipment and brushes.

Install, repair, and replace street signs and posts.

Clean and maintain existing signs; remove graffiti from City property.

Install raised traffic bars and reflectors; operate and maintain a wide variety of hand and power tools.

Fabricate traffic and other signs according to established standards.

Install, repair and maintain sewer mains and laterals; raise manholes; clear mains and laterals with jet and hand rods; clean and maintain storm drains, pipes, catch basins, and flood channels; chemically treat mains.

Break, remove, and replace concrete and asphalt; dig, shovel, haul, load and unload soils, sand, asphalt mixes and other materials; haul materials to and from sites.

Remove concrete, build forms and prepare sub grades; mix, pour and finish concrete sidewalks, curbs, gutters and driveways; repair private property damaged in the course of the work.

Spread, shovel, rake, float and roll asphalt; spray oil; sand seal surfaces; chip seal streets; repair potholes.

Respond to customer complaints; respond to emergency situations in off-hours as required.

Observe safe work methods and use safety equipment; secure worksites from traffic hazards as necessary.

Keep work related records using a computer.

Assist in the instruction and training of less experienced staff.

Act as Senior Maintenance Worker in his/her absence as directed (Maintenance Worker II).

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other related duties as assigned.

Maintenance Worker I

Knowledge of:

Basic methods used in the maintenance, construction, and repair related to assignment.

Basic safe work methods and safety regulations.

Basic use and minor maintenance of commonly used hand and power tools and equipment related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Learn and follow proper work methods of maintenance, construction, and repair techniques.

Learn practices and procedures of traffic control and flagging.

Learn to use and maintain hand and power tools and equipment related to assignment.

Drive City vehicles observing legal and defensive driving practices.

Learn and follow pertinent rules, laws, and policies relative to area of assignment.

Work overtime and off-hours shifts as needed.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some work experience.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate

Possession of a Class "B" learner's permit at date of hire, with possession of a valid Class "B" California driver's license with air brakes supplemental within six months of hire date. Must have tank endorsement when assigned to Wastewater Section.

Maintenance Worker II

In addition to the qualifications for the Maintenance Worker I:

Knowledge of:

Methods and techniques of maintenance, construction, and repair related to area of assignment.

Use and maintenance of hand and power tools and equipment related to assignment.

Pertinent rules, laws, and policies related to area of assignment.

Practices and procedures of traffic control and flagging.

Safe work methods and safety regulations pertaining to the work.

Computer equipment related to assignment.

Ability to:

Perform work in accordance with safety regulations, guidelines, and practices.

Use, operate and maintain a variety of hand and power tools and equipment related to assignment in a safe and effective manner.

Properly place cones, barricades and warning devices and directing traffic flow at job sites.

Use initiative and sound independent judgment within established guidelines.

Keep work related records using a computer.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience in street and sewer maintenance, traffic painting and signing and concrete work at a level equivalent to the Maintenance Worker I.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate

Possession of a valid Class "B" California driver's license with air brakes supplemental. Must have tank endorsement when assigned to Wastewater Section.

PHYSICAL DEMANDS

On a continuous basis walk, stand, bend, crouch or stoop, or sit in jolting cab for varying periods of time; use hands and fingers to grasp tools; make repetitive hand and body motions; twist and reach below and above shoulder, climb ladders, work underground in confined spaces or trenches, and perform sustained heavy physical labor on a continual basis; verbal ability to communicate in person, use a two-way radio, and use a telephone; lift or carry weight of 100 pounds or less. See in the normal vision range with or without correction; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed outdoors with exposure to a variety of weather conditions; work with exposure to traffic, noise, physical barriers, and around heavy equipment or around potentially hazardous substances; work underground, in confined spaces or trenches on slippery or uneven surfaces, or when assigned to waste water section.